

Hiring Proposal-Request for Verbal Offer

Applicant/Candidate Information

Candidate Name	
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Position Information

University Title	
Working Title	
Position Number	
Hiring Unit Department	
Employee Type (CS, AP)	
Permanent/Temporary	
FTE/ Month Term	

Recruitment/Search Information

Length of recruitment period/search:	
Advertising Information:	
Total # of Applications:	
Total # of Interviews:	
Three (3) References Completed:	

Hiring Information

Approved Monthly Salary	
Requested Salary	
Start Date	
Justification for Salary above approved amount	
Relocation Cost (if applicable) : If not applicable mark N/A	

Additional Information:

Complete form with the required information and submit request by email along with resume to area Appointing Authority (AA). CC: Appointing Authority Assistant, WSU Tri-Cities HRS.

No verbal offer can be extended until references are complete and requested salary amount is approved by the Appointing Authority.